



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

REGION 5

77 WEST JACKSON BOULEVARD

CHICAGO, IL 60604-3590

EPA Region 5 Records Ctr.



274069

REPLY TO THE ATTENTION OF:  
MCC-10J

DATE:

JA 10/10

SUBJECT: Designation of Contracting Officer's Technical Representative (COTR)

FROM:

*Peggy Hendrixson*  
Peggy Hendrixson  
Contracting Officer

TO:

Heather Nelson, SR-6J  
Work Assignment Manager

1. As Work Assignment Manager for Contract Number 68-W7-0026, Work Assignment number 031-ROBE-051C, with Roy F. Weston, Inc., you are hereby appointed as the Contracting Officer's Technical Representative (COTR).

2. As a COTR you are responsible for performance of the following functions:

- a. Familiarizing yourself with all terms and conditions of the work assignment.
- b. Seeking clarification from the Contracting Officer on any contract provision which is not understood or subject to more than one interpretation.
- c. Monitoring performance to insure that the requirements of the work assignment are being satisfactorily executed by the Contractor within the schedule of the work assignment.
- d. Bringing to the attention of the Contracting Officer and the Contractor all performance which is not in compliance with work assignment requirements.
- e. Maintaining written records of Contractor performance and keeping the Contracting Officer informed, in a timely manner, both orally and in writing, of the quality of Contractor performance.
- f. Recommending to the Contracting Officer changes to the work assignment which will improve the quality of the work assignment or the manner in which it is performed.
- g. Ensuring that Government personnel do not attempt to supervise, correct, or otherwise interfere with the activities of Contractor employees.
- h. Ensuring that the Contractor performs no work outside the scope of the work assignment.
- i. Monitoring the Contractor's use of Government Furnished Property to ensure it is used to the maximum extent possible under the contract and that it is used as authorized.

- j. Reviewing and approving progress reports, determining that the payment requested is commensurate with the items/ services delivered and reviewing and approving vouchers/ invoices.

3. In the discharge of the functions listed above, do not take any action which could:

- a. change any terms or conditions of the work assignment and/or contract;
- b. result in any change in price;
- c. involve supervision of Contractor employees;
- d. result in the Contractor performing any work outside the scope of the work assignment and/or contract;
- e. change the performance period of the work assignment.

The Contracting Officer has the overall responsibility for the administration of this contract. He/She alone is authorized to take actions on behalf of the Government which includes, but is not limited, to: interpreting, amending, modifying, or deviating from the contract terms, conditions, requirements, specifications, or details; approving work plans; issuing final decisions regarding Contractor claims or issues under dispute; entering into negotiations, and terminating the contract for convenience of the Government or for default.

4. This appointment will remain in effect through the life of the work assignment, or until the expiration of the contract, your release from COTR responsibilities for this work assignment by your supervisor, your reassignment to another organization or agency, or until it is otherwise rescinded in accordance with agency procedures. Your authority as a COTR cannot be further redelegated. Your supervisors, at any level, are not entitled to, and may not, exercise COTR authority in your place.

cc: Dean Geers, Program Manager, R.F. Weston  
Pat Vogtman, US EPA Project Officer, HSMC-5J

**EPA**

United States  
Environmental Protection Agency  
Washington, DC 20460

**NOMINATION AND APPOINTMENT OF THE CONTRACTING OFFICER'S  
REPRESENTATIVE (COR)**

1.a. Name of Nominee: Heather Nelson

b. Title, Series, and Grade: Remedial Project Manager 1301-09

c. Mailing Address (include mail code):

Mail Code:  
SR-6J  
77 West Jackson Blvd  
Chicago, IL 60604

d. Telephone:

(312) 353-0685

2. The nomination is for:

- ☐ Project Officer  
☐ Deputy Project Officer  
☐ Regional Project Officer  
☐ Zone Project Officer  
☐ Delivery Order Project Officer  
☒ Work Assignment Manager  
☐ Alternate \_\_\_\_\_  
☐ Other \_\_\_\_\_

3. Training completed:

- a. Acquisition Training for Project Officers  
(Formerly The Basic Project Officer Course)  
(All Project Officers must complete.)  
  
b. Contract Administration Course  
(All CORs must complete.)  
  
c. Recertification Course  
(All CORs must complete every three years.)

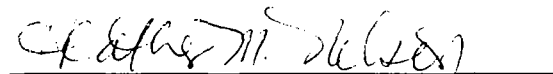
Date Completed

\_\_\_\_\_  
  
7/31/97  
  
\_\_\_\_\_

4. Briefly describe the nominee's contract management experience and nominee's technical expertise in the subject matter of the contract:  
I have a bachelor's degree in Environmental Sciences from Northwestern University. I have performed the duties of a WAM for several sites including Lammers Barrel, Motor Wheel, H. Brown Co., Liquid Dynamics, Estech General Chemicals, and Cannelton.

5. The nomination is for contract number 68-W7-0026; WA# 031-ROBE-051C

6. I understand that COR duties are not redelegable. In the event that I am unable to continue performing my COR duties, I will contact the Contracting Officer immediately.

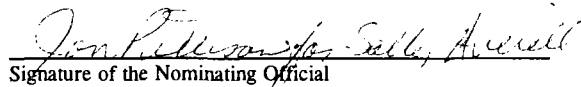


Signature of Nominee

1/3/00  
Date

7. I certify that:

- a. The nominee's contract management duties will be incorporated in his/her position description and performance standard.  
b. The nominee's Standard Form 450, Confidential Financial Disclosure Report, will be filed with the cognizant Deputy Ethics Official.  
c. The nominee's contract management workload will stay within his/her ability to perform satisfactorily.  
d. If the nominee performs his/her contract management functions unsatisfactorily, I will notify the Contracting Officer immediately.



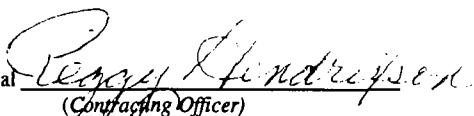
Signature of the Nominating Official

1/3/00  
Date

Jon Peterson / Acting Supv.  
Name/Title (Print or type)

3-1264  
Telephone

Signature of the Appointing Official

  
(Contracting Officer)

1/7/00  
Date